

UNITED STATES CIVIL SERVICE COMMISSION

Washington 25, D. C.

March 2, 1960

DEPARTMENTAL CIRCULAR 1024, SUPPLEMENT NO. 6

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Federal Employees Health Benefits Program: April 8 Training Program

On Friday, April 8, the Commission will offer a one-day health benefits program, for Washington area representatives only, on (1) enrollment procedures and (2) approved health benefits plans.

Morning sessions, to be held in an auditorium, will be concerned with enrollment procedures and with highlights of approved health benefits plans; these sessions will be appropriate for those concerned with general administration of the program as well as for technicians. Afternoon sessions, to be conducted in smaller conference rooms, will be devoted to review of the specifics of the approved plans; these sessions will be appropriate for those concerned with the actual training and counselling of employees.

We expect to be able to accommodate the same people you sent to the January workshop. Unless, therefore, we receive a request from you by March 21 for changes in the list of persons you nominated for the January workshop, we will notify those same persons where to report for the April 8 session. Requests for changes in the list should be addressed to the Health Benefits Task Force, Bureau of Retirement and Insurance, Room 302 Pension Building.

This program will require a full day, from 8:30 to 4:30. Our notice to participants will inform them of this schedule, so that they can make necessary adjustments, in advance, in their transportation plans. You may wish, however, to make sure that they understand the situation and what it requires of them.

Similar training sessions will be conducted throughout the field, on dates to be announced later by the respective Regional Offices of the Commission. Your field staff should attend those sessions, rather than asking to come into the April 8 program, which will be specifically for the Washington area.



Warren B. Irons
Executive Director

Distribution: Washington, D. C. area only

UNITED STATES CIVIL SERVICE COMMISSION
Washington 25, D. C.

February 24, 1960

DEPARTMENTAL CIRCULAR NO. 1024, SUPPLEMENT NO. 5

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Federal Employees Health Benefits Program: Filmstrip and
Related Training Materials

1. Filmstrip and Recording. Beginning February 24, the Commission is distributing to agencies in the Washington area (via Run-Stop) copies of the filmstrip and record, "Your Federal Employees Health Benefits Program".

Since all agencies have not yet designated Health Benefits Officers, distribution of the strip and record is being made to the Personnel Director at the top organizational level in your agency. His office may arrange for redistribution of the filmstrip and its showing to groups of employees throughout the agency. A person who attended the health benefits workshop on January 28 or 29, and who is therefore familiar with the filmstrip and its purpose, should be present at each showing.

Your agency will receive the number of filmstrips and records shown on the other side of this letter. These copies are for use in Washington area only. Please do not send them outside the Metropolitan area. Copies needed by your field installations will be supplied to them by the appropriate Regional Office of the Commission.

2. Leaflet, "For You and Your Family". A leaflet (Form RET 41-23) summarizing the program in very general terms is being printed for distribution to employees at the time they are shown the filmstrip. Its title is "For You and Your Family", and it will be furnished you without charge.

A supply sufficient to enable you to give a copy to each of your employees in Washington and the field will be delivered to agencies beginning March 4. Delivery in this instance will be made to those points designated by you to receive and stock the Certificate of Federal Employees' Group Life Insurance. Redistribution from these points should be made promptly to all installations and offices of your agency because the leaflet, unlike the filmstrip, will not be distributed in the field by the Commission's regional offices.

3. Additional Information. If you wish to use the filmstrip but do not find your agency listed, or if you have questions concerning the filmstrip or leaflet, call Mr. Askin, Code 129, Extension 3333.

The filmstrips and record are being furnished you without charge. You may keep them as long as your needs justify. Copies that you no longer need may be returned to the Civil Service Commission, Bureau of Retirement and Insurance, Room 302 Pension Building, Washington 25, D. C.

Departmental Circular 1024, S4 was limited
to the Washington, D. C. areas

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Executive Director

AGENCY

NUMBER OF STRIPS AND RECORDS

Congress:	
House of Representatives	5
Senate	5
Architect of the Capitol	2
General Accounting Office	2
Government Printing Office	4
Library of Congress	2
White House	1
Bureau of The Budget	1
OCDM	1
Administrative Office of the United States Courts	2
State Department	8
Treasury Department	8
Office of the Secretary of Defense	2
Army	20
Navy	20
Air Force	10
Justice	7
Post Office	10
Interior	5
Agriculture	10
Commerce	10
Labor	5
HEW	14
AEC	2
Board of Governors, Federal Reserve System	1
Civil Aeronautics Board	1
Export-Import Bank	1
Farm Credit Administration	1
Federal Aviation Administration	5
Federal Communications Commission	1
Federal Deposit Insurance Corporation	1
Federal Home Loan Bank Board	1
Federal Power Commission	1
Federal Trade Commission	1
General Services Administration	9
Housing and Home Finance Agency	2
U. S. Information Agency	5
Interstate Commerce Commission	2
National Aeronautics and Space Agency	2
National Capitol Housing Authority	1
National Labor Relations Board	1
National Science Foundation	1
Renegotiation Board	1
Securities & Exchange Commission	1
Selective Service	1
Small Business Administration	1
Smithsonian Institution	2
Soldier's Home	2
Tariff Commission	1
Tax Court of the United States	1
Veterans Administration	5
International Cooperation Administration	5
National Security Agency	5